

LAPEER COUNTY PROBATE / FAMILY COURT

JOB POSTING

Position: Caseworker

Job Responsibilities: See attached Job Description

Qualifications & Requirements:

Education: Bachelor's degree in social sciences or related human services field

Experience: Three to six month experience, including internships

Hours of Work per Week: 40

Benefits: Salary: Entry level: \$18.90 with fringe benefits

Status: Employee

Application & Job Description: lapeercountyweb.org

Application & Resume to: Lori E. Curtiss/Court Administrator
Lapeer County Probate /Family Court
255 Clay Street
Lapeer, Michigan 48446

Email: lcurtiss@lapeercounty.org

Application Deadline: Until Filled
EOE

LAPEER COUNTY
PROBATE /FAMILY COURT
CASEWORKER

General Summary

Under the supervision of the Probate /Family Court Administrator – Juvenile Division, investigates and /or reviews assigned cases in adult, minor guardianship, adoption, delinquency and makes appropriate recommendations. Supervises cases and maintains case documentation and performs other case supervision related functions.

Essential Functions

1. Works with youth/families where petitions are filed with the court under guardianship, adoption, personal protection or delinquency matters.
2. Investigates cases involving minor children and makes recommendations to the court regarding a disposition to the petition.
3. Interviews personnel of appropriate agencies pertaining to assigned cases to assist in making appropriate recommendations.
4. Analyzes information gathered and prepares a written report containing family history, evaluation of involved parties with a recommendation for treatment plan and/or court ordered structured plan.
5. Orients children and families to the identified treatment plans and/or court order placement plan, support services, consequences of non-compliance and other case related matters.
6. Meets regularly with youth and families to monitor compliance with terms and conditions of probation, casework plans and other case supervision requirements.
7. Consults with child care facilities staff, foster parents, court staff, treatment agencies and others involved in providing services to youths or monitoring youth's progress to discuss case status and progress, casework plan modifications and other case issues involving assigned youths.
8. Responds to crisis emergency situations and determines the most appropriate reaction in accordance with case history and court policies and procedures.
9. Conducts reviews of minors and adult guardianship cases on assigned cases
10. Meets with children and families and agencies to monitor compliance with terms and conditions of court ordered structured plan and/or probation rules, and other case supervision related conditions.

11. Advises children and families about basic employment, family relationships, and educational issues. Makes appropriate referrals to agencies to meet the needs of the child/family for services.
12. Assists Court Support Staff with paperwork filed pertaining to assigned Probate Court matters.
13. Investigates circumstances surrounding non-payment of child support in guardianship cases, completes appropriate paperwork to resolve the issue on assigned Probate Court matters.
14. Transports children as deemed necessary depending on the type of case supervision, this may be to and from detention, doctors appointments, work sites and other approved locations.
15. Completes random drug screens on youth and adults.
16. Appears in court and testifies regarding the case investigation and recommendation.
17. Documents all contacts with youths, families and others involved with the assigned case including telephone calls and other relevant contacts. Maintains case files.
18. Initiates appropriate hearings as deemed necessary pertaining to specific cases.
19. Serves in an on-call capacity to law enforcement agencies, foster parents, youth/families on off hours.
20. Any other duties requested by the Court Administrator.

Other Functions:

21. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelors degree in social sciences or related human services field.

Experience: Three to six months experience, including internships and on-the -job training, in a Probate /Family Court – Juvenile Division or related child welfare agency.

Other Requirements: Valid Michigan Driver's License. Completion of Michigan Judicial Institute Certification for Juvenile Court staff within two years from date of employment.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status: Non-exempt

Worker's Compensation Code: 7720/8832

Occupational Employment Statistical Code: 21911

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to full one or more of these requirements]:*

Climbing stairs and otherwise accessing homes, schools and other building in order to conduct interview and gather information.

Ability to conduct home inspections and visits

Ability to access schools, community agencies and other facilities used as referral or information sources.

Ability to access departmental files

Driving to various sites to conduct interview and follow-up on youth and families

Working Conditions:

Exposure to various weather conditions while conducting field work

Exposure to youth/families with various emotional problems and violent youth and their parents and others, including visits to the homes of offenders

Exposure to urine specimens

Required to be available for calls evenings and weekends

Exposure to communicable diseases of clients and families

Exposure to homes of various states of cleanliness and hygiene